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| Description: Description: Description: NRC logo**Call for Consultancy**  NRC Ethiopia funded by «SWISS, ARC and NMFA» is seeking to engage consultants to provide Consultancy Service on:  **consultative Research on the Right to Work of Refugees in Ethiopia**  **reference: «PTN/2020/017»**  **BIDDING DOCUMENTS**  The TOR documents will provide all relevant information in detail, specifications, quantities, delivery location, date, time, and place for the submission of the Tender, and can be obtained either:  **From** the NRC website: <https://www.nrc.no/procurement/>  **Or** bidders can pick-up in person the RFQ documents from Logistics Department from Monday to Friday 08:30 to 15:00 at the following locations:   * Addis Ababa Country Office – 5th or 2nd Floor, Adika Building, Woreda 03, Bole Sub-city, Addis Ababa   **Closing date for submitting the bid is** **06 July 2020 at 16:30**. All times are local and follow the Gregorian calendar. All bids submitted after that date will be rejected.  **TENDER PROCESS.**  All interested and eligible firms are requested to submit their offers by hand **and not by email** in sealed envelopes to the address specified in the tender pack. Submissions can be made by DHL or any other express courier. Note that all bidders are required to sign a bid submission register upon submission. The register can be signed by a company representative or courier. Enquiries need to be made in writing via email [et.tenders@nrc.no](mailto:et.tenders@nrc.no) |

**REQUEST FOR QUOTATION**

From:

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| **NRC Addis Ababa Country Office**  5th Floor  Adika Building (Besides Saro Maria Hotel)  Woreda 03  Bole Sub-city  Addis Ababa  [https://goo.gl/maps/8PuX44Dnmqq](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgoo.gl%2Fmaps%2F8PuX44Dnmqq&data=02%7C01%7Cdaniel.bettega%40nrc.no%7C152d97a014f24dab4f5008d6faf90c84%7C3f86d1b42c6b4b1ab2ae6f5e950bca1e%7C0%7C0%7C636972344917369390&sdata=4uZl6xnlJeey0kPuyEDIzFIWoDpG%2FjnJHgvrv8rSnN8%3D&reserved=0) | **NRC Ethiopia**  Country Office  Et.tenders@nrc.no |

Date: 24 June 2020

**Subject: Consultancy service :**

**CONSULTANCY SERVICE FOR THE PROVISION OF CONSULTATIVE RESEARCH ON THE RIGHT TO WORK OF REFUGEES IN ETHIOPIA**

**Manner of Submission:**

Please submit your quotation by hand to the address listed above in a **sealed envelope**.

Deadline for submission of quotations is 06th July 2020 before 16:30 promptly. **Companies who do not submit their quotation by this deadline will not be considered**. All bids delivered to NRC **MUST** be registered on submission. Your quotation should clearly indicate the following:

* Net price after deduction of discounts.
* Validity of the offer (3 months preferred)
* Lead time in days for requesting the service.

**Documents to be submitted with the bid:**

1. This RFQ completed, signed, dated and stamped/ signed on every page
   1. Requirements
      1. Technical specifications
      2. Quantities
   2. Financial offer
   3. Conditions of quotation
   4. Ethical standards
   5. Bidding form and declaration
2. Business license registration certificate (Commercial registration)
3. Tax Identification Number (TIN) registration certificate (Tax registration)
4. Value Added Tax (VAT) registration certificate (if VAT is to be charged)

**REQUIREMENTS**

The office of the Norwegian Refugee Council invites your company to make a firm offer for the following services/ goods:

**Quantities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Item** | **Quantity** | **UoM** | **Delivery to** |
| 1 | Consultancy service for the provision of Consultative Research on the Right to Work of Refugees in Ethiopia | 1 | Consultancy | Addis Ababa |
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\* Quantities may and will vary depend on the actual requirements

**Technical specifications**

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| **#** | **Item** | **Specification** |
| 1 | Consultancy service | Refer the TOR |

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**FINANCIAL OFFER**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Item** | **Specification** | **Quantity** | **UoM** | **Lead time (days)** | **Unit price (ETB) Excl. VAT** | **VAT rate** | **Unit price (ETB) Incl. VAT** | **Total (ETB) Incl. VAT** |
| 1 | Consultancy service | Consultancy service for the provision of Consultative Research on the Right to Work of Refugees in Ethiopia | 1 |  |  |  |  |  |  |
|  | **TOTAL** |  |  |  |  |  |  |  |  |

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| --- |
| Notes |
| **Please use Separate Envelope for Financial and Technical Proposal of each Lot.** |
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**Quote validity \_\_\_\_\_\_\_\_\_\_\_ months** (3 months preferred)

**CONDITIONS OF QUOTATION**

Payment will be made within 30 days of receipt of goods, by bank transfer/cheque only.

Suppliers must be able to provide NRC with formal invoices and pre-numbered receipts. If the supplier is exempt from this requirement for any reason they are required to submit the relevant exemption documentation formally recognised from the relevant authorities.

All suppliers doing business with NRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

Vendors doing business with NRC will be screened on anti-corruption due diligence before NRC confirms an order or contract.

NRC aims to purchase products and services that the minimum environmental impact. Environmental considerations form part of the NRC selection criteria, and NRC reserves the right to reject quotations provided by suppliers not meeting these standards.

NRC reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.

Shortlisted suppliers will be required to allow NRC to inspect goods for suitability before contracting.

**ETHICAL STANDARDS**

NRC as a humanitarian organization expects the suppliers and contractors to have high ethical standards. Any organization supplying goods to NRC valued at over USD$10 000 in one year must sign this declaration. This declaration will be kept on file for a period of 10 years and should be updated every year or more often as appropriate.

NRC staff may perform checks to verify that these standards are adhered to. Should NRC deem that the supplier fails to meet or is not taking appropriate steps to meet these standards, any and all contracts and agreements with NRC may be terminated.

Anyone doing business with Norwegian Refugee Council shall as a minimum;

1. Comply with all laws and regulations in effect in the country or countries of business, AND;
2. Meet the ethical standards as listed below, OR;
3. Positively agree to the standards and be willing to implement changes in their organization.
4. **ANTI-CORRUPTION AND COMPLIANCE WITH LAWS AND REGULATIONS:**
   1. The supplier confirms that it is not involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organization or other illegal activity.
   2. Where any potential conflict of interest exists between the supplier or any of the suppliers’ staff members with any NRC staff member, the supplier shall notify NRC in writing of the potential conflict. NRC shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
   3. The supplier will immediately notify senior NRC management if exposed for alleged corruption by representatives of NRC.
   4. The supplier shall be registered with the relevant government authority with regard to taxation.
   5. The supplier shall pay taxes according to all applicable national laws and regulations.
   6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.
5. **CONDITIONS RELATED TO EMPLOYEES:**
   1. No workers in our company will be forced, bonded or involuntary prison workers.
   2. Workers shall not be required to lodge “deposits” or identity papers with their employer and shall be free to leave their employer after reasonable notice.
   3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
   4. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.
   5. Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child’s opportunity to complete his/ her education.
   6. There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
   7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
   8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
   9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
   10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
   11. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
   12. Workers shall be provided with at least one day off for every 7-day period.
   13. All workers are entitled to a contract of employment that shall be written in a language they understand.
   14. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
   15. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
   16. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.
   17. No Deductions from wages shall be made as a disciplinary measure.
6. **ENVIRONMENTAL CONDITIONS:**
   1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
   2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
   3. National and international environmental legislation and regulations shall be respected.
   4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

**BIDDING FORM & DECLARATION**

To: Norwegian Refugee Council

Sir / Madam,

We offer to execute the Services in accordance with all requirements of the current Request for Quotation, Conditions of Contract and any other Binding requirements accompanying this Bid. We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

This Bid signed by our authentic representative and your written award of it shall constitute the formation of a binding contract between us.

**We understand that you are not bound to accept the lowest or any bid received.**

|  |  |
| --- | --- |
| Name of Signatory: | Date of Signing: |
| Title of Signatory: | Name of Bidder: |
| Signature & stamp: | Email of Bidder: |
| Tel N°: |
| Address: |

|  |  |
| --- | --- |
| Bank name (to be used for this contract) |  |
| Account number |  |

1. **ELIGIBILITY REQUIREMENTS**

**To be considered eligible – it is compulsory to submit the following document with your bid;**

* 1. Business license registration certificate (Commercial registration)
  2. Tax Identification Number (TIN) registration certificate (Tax registration)
  3. Value Added Tax (VAT) registration certificate (if VAT is to be charged)



**Terms of Reference**

**For Consultative Research on the Right to Work of Refugees in Ethiopia**

1. **BACKGROUND**

Ethiopia has enacted a new refugee law (Proclamation No. 1110/2019), designed a comprehensive

refugee response framework (CRRF), and a ten-year refugee strategy which ambitions for the closing of refugee camps in ten years’ period. This is a spectacular move by the government which allows refugees establish a living outside of the camps. Therefore, in this light, in addition to major towns and cities, quite a number of refugees are expected to live in Addis Ababa which will increases the current refugee number (22,885). Refugees in urban centres have faced challenges in establishing their life in a sustainable manner. They face from protection to economic challenges which make their life miserable.

The Norwegian Refugee Council has been engaged in the provision of assistance to refugees in Ethiopia (living both in and out of camps) since 2011, including by implementing programmes that focuses on shelter, education, water, sanitation and hygiene, Information counselling and legal assistance (ICLA), and livelihood food security, in collaboration with the Administration of Refugees and Returnees Affairs, the United Nations High Commissioner for Refugees, and other stakeholders.

NRC-Addis Ababa Area Office have been working for urban refugee as well as host community in Addis Ababa since 2014. Currently the area office is supporting these refugees and host community in three core competencies (Information Counselling and Legal Assistance (ICLA), Livelihood and Education) with the objective of having improved livelihood and are able to claim and exercise their rights and attain durable solutions. To achieve this overall objective, the program has designed and implemented various interventions for the last six years through multi-sectoral and integrated programming approach.

NRC- Addis Ababa Area Office has conducted many assessments to identify and understand the current context and needs of the urban refugees in Addis Ababa. With the advent of the new refugee proclamation, it is foreseen that refugees will require assistance to access business and employment permits and to navigate the potential legal and protection risks associated with entry into the workforce. Hence, NRC-Addis Ababa Area Office is seeking a consultant to conduct a detailed research on the legal and procedural frameworks governing access to work permits, establishment of business, and employability of refugees in Ethiopia. The consultant will publish a report on his/her findings, which will feed into the content of NRC’s work in Ethiopia and will provide the basis for information provided to refugees on access to work permits, establishment of business, practicing professions, and employment opportunities, as well as for advocacy purpose.

1. **General Objective of the Consultancy**

The main objective of the consultant is to conduct legal and procedural research on the right to work of refugees in Ethiopia, including interpretation of provisions (Article 26 of the new refugee proclamation), and draft a report on the legal and procedural frameworks governing access to work permits, establishment of business, and employability of refugees in Ethiopia.

* 1. **Specific Objectives of the Consultancy**

The consultant’s research will address the following issues:

* The international and domestic legal frameworks that govern the right to work of refugees in Ethiopia, including policies, directives, proclamations, and regulations that are in force in Ethiopia.
* The legal framework and/or policies that determine how refugees are able to access work permit in Ethiopia.
* The legal framework and/or policies that governs refugees’ right to engage in wage earning employment in Ethiopia.
* The legal framework and/policies that governs refugees’ engagement in establishing their own business individually or in group.
* The research should address the possibilities of refugees to practice their professions in Ethiopia.
* The research should address the challenges and barrier refugees face while exercising right to work.
* The research should also address the Ethiopian government’s proposed changes/progress towards the implementation of the new refugee law.
* Navigate the potential legal and protection risks of refugees associated with entry into the workforce.
* The research should include case study, on refugees right to work, incorporating the practical opportunities and challenges in the exercise of right to work.
* Analyse the initiatives token by both the government and NGOS/INGOs in supporting the livelihood need of refugees, in supporting the exercise of refugees right to work.
* Navigate the different initiatives and ongoing/existing supports both form the government of Ethiopia, NGO/INGOs in supporting the livelihood need and right to work of refugees.

1. **Scope of the research consultancy**

The research is expected to be completed max in 2 months starting from the signing of the contract with the successful bidder/consultant.

The consultant is expected to cover and navigate the national and international legislations, policy and programs related to the refugee law, human right law, related to refugees right to work at the national, regional and international arena. And will assess the livelihood condition and refugees right to work, to enable NRC, for programing and clear understanding of the country context, in doing so the consultant will conduct detail assessment on the practical opportunities and challenges that can enable us clearly understand the refugee context. NRC will extend support and assistance that can help the consultant accomplish its task.

1. **Output**

The consultant will be expected to produce quality legal and procedural research on the legal and procedural frameworks governing access to work permits, establishment of business, and employability of refugees in Ethiopia. The research will form the basis of information provided to refugees, the host community, governmental authorities and humanitarian partners, internal organizational programing and for advocacy purpose.

1. **Methodology**

The research final output is expected to be comprehensive enough. The methodology will use a mixed-methods approach including both qualitative and quantitative components. The data collection methodologies should use a participatory approach engaging all relevant stakeholders, including community leaders, government counterparts and NRC staff, including:

* Document and systems review (from secondary data), surveys (both structured and semi structured survey questionnaire), focus group discussions: with targets groups (sufficient sample size), key informant interviews are expected to be applied.

The following is an indicative list of activities to be performed during research consultancy work.

submission of inception report

* Preparation of a draft study design, methodology for qualitative and quantitative data collection and analysis as well as a work plan
* Incorporating feedbacks on overall study design and survey tools
* Training of enumerators (data collectors)
* Conduct the actual survey generate results which includes administering the survey questionnaire using kobo toolbox from representative sample of target population, facilitation of FGDs and key informant interviews
* Conduct the document and system review, detail review of both policy, programs, legislations documented and undocumented practical issues that clearly establish and create conceptual framework, literature review.
* Submission of draft result summary table and research report (finding) for comments by NRC.
* Submission of second draft report incorporating feedbacks
* Preparation of the research journal, in a way that can be shared with internal and external ones, for programing and advocacy works.

Additional Deliverables That should be submitted with Final Report

* Cleaned complete dataset(s) of all quantitative data
* A data dictionary for the quantitative dataset(s)
* Output of statistical analysis of quantitative results in MS Word
* Complete transcripts of all qualitative data collected in English
* Documentation of the qualitative topics analysed and frequency analysis.
* All written documentations to be submitted in English using Microsoft word in both soft and hard copy.

1. **Protection to research respondents**

NRC takes the protection of human subjects very seriously in conducting studies and will hold the study consultant to the same standard. All activities will comply with the Policy for Protection of Human Subjects. Actions to protect human subjects will include a clear statement of informed consent with every survey, training for all data collectors on survey and research ethics. Access to primary data and analysis will be accessed only by the Consultant Supervisor.

1. **Timeline:**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Deliverables and indicative tasks | Time line | |
| Start | End |
| 1 | Advertisement on consultancy announcement | 24-06-2020 | 06-07-2020 |
| 2 | Selection among and determine the qualified applicant | 06-07-2020 | 09-07-2020 |
| 3 | Submission of the work proposal and budget allocation by the researcher | 09-07-2020 | 14-07-2020 |
| 4 | Conduct the actual assessment , data collection, evaluation and draft preparation by the researcher | 20-07-2020 | 10-09-2020 |
| 5 | Submission of the first draft of the research report for input and valuable comments from NRC |  | 14-09-2020 |
| 6 | Submission of the final report after comment and possible amendments |  | 30-09-2020 |

1. **Required qualification and skill for the research consultant**

Interested participants of the bid (procurement) need to have the following skills required as qualification

* Sound and proven experience in conducting assessments and research, consultancy service particularly focused on human right and legal background will be substantial.
* Extensive experience and up to date knowledge on the context of the country refugee situation (CRRF and international and national legislations, refugee response intervention)
* Experience and expertise to in both qualitative and quantitate data collection, toll development and
* Demonstrate experience in conducting similar activities (assessment on the area will be added advantage) 3 years and above with humanitarian organizations/ NGO/INGO in refugee context will be preferred
* Experience in preparing research, teaching materials, publication related expertise.

**Additional skills required**

* Language skill (English, knowledge of another language like Tigrigna, Arabic Somali, French will be an asset)
* Competent personnel (with educational background in Law, Human right) with required team to conduct both assessment and data collection will be required.

**Application process and requirements**

The Technical Proposal must be submitted in English, should not be more than ten (10) pages and must contain the following:

* An expression of interest detailing their understanding of consultancy assignment, statement describing how they meet required qualifications and competencies.
* Description of Methodology, Sampling strategy, approach to primary data collection and Plan for data analysis
* Include a timeline of activities and level of effort required for each activity
* Detail breakdown of consultancy fee of each activity expected to be carried out.
* Team Composition and Roles, including key members list with core qualifications and their role in evaluation (Attach the CVs of these key team members involved in the evaluation)
* Minimum of two references (completion certificate from previous work accomplishments)

The consultant must submit both technical and detailed financial proposals separately sealed in envelop to NRC in ten working days from the date the announcement is done.

All applications shall be submitted in hard-copy to NRC Ethiopia Addis Ababa Area office, Addis Ababa (Bole Sub city, Wereda 3, Adika Building - 2nd floor) within 14 calender days (From June 21th, 2020 to July 6th, 2020. during working hour (8:00am to 5:00pm) from the date of announcement.

All enquiries regarding the consultancy work shall be directed to:

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| --- | --- |
|  | **For the NRC:** |
| Name: | Yamrot Melese |
| Position: | ICLA Project coordinator |
| Telephone: | + 251 910469713 |
| E-mail: | [yamrot.melese@nrc.no](mailto:yamrot.melese@nrc.no) |
| Name | Fethia Ismail |
| Position | ICLA project Manager |
| Telephone | + 251 911 236011 |
| E-mail | [fethia.ismail@nrc.no](mailto:fethia.ismail@nrc.no) |

Place ….. Date ……..

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**ICLA Consultant Norwegian Refugee Council**

**Head of Program**